

HUMAN RESOURCES

BUDGET UNIT: COMMUTER SERVICES (SDF HRD)

I. GENERAL PROGRAM STATEMENT

This is a fund established to account for funds received under AB 2766 to finance mobile source air pollution reduction programs. AB 2766 authorizes air pollution control districts to levy fees on motor vehicles to be used to reduce air pollution. Under this program, the Department of Motor Vehicles collects fees and remits amounts to the appropriate Air Quality Management District (AQMD) for vehicles registered within the District. This fund receives AB 2766 funding from both the South Coast Air Quality Management District (SCAQMD) and the Mojave Desert Air Quality Management District (MDAQMD).

II. BUDGET AND WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Estimated 2002-03	Department Request 2003-04
Total Appropriation	-	566,502	293,009	589,237
Total Revenue	289,502	277,000	291,744	301,000
Fund Balance		289,502		288,237
Budgeted Staffing		4.0		3.5

III. HIGHLIGHTS OF RECOMMENDED PROGRAM FUNDED ADJUSTMENTS

STAFFING CHANGES

Budgeted staffing will decrease by 0.5 due to the deletion of 1.0 Public Service Employee and the addition of 0.5 Clerk III that works part-time.

PROGRAM CHANGES

None.

OTHER CHANGES

None.

IV. VACANT POSITION IMPACT

None.

V. OTHER POLICY ITEMS

None.

VI. FEE CHANGES

None.

GROUP: Administrative/Executive
DEPARTMENT: Human Resources - Commuter Services
FUND: Special Revenue SDF HRD

FUNCTION: General
ACTIVITY: Personnel

ANALYSIS OF 2003-04 BUDGET

	A	B	C	D	B+C+D E Board Approved Base Budget
	2002-03 Year-End Estimates	2002-03 Final Budget	Base Year Adjustments	Mid-Year Adjustments	
<u>Appropriation</u>					
Salaries and Benefits	233,951	230,968	17,688	-	248,656
Services and Supplies	39,058	315,534	907	-	316,441
Transfers	20,000	20,000	693	-	20,693
Contingencies	-	-	-	-	-
Total Appropriation	293,009	566,502	19,288	-	585,790
<u>Revenue</u>					
Use of Money and Property	2,846	-	-	-	-
State, Fed or Gov't Aid	288,898	277,000	-	-	277,000
Total Revenue	291,744	277,000	-	-	277,000
Fund Balance		289,502	19,288	-	308,790
Budgeted Staffing		4.0	-	-	4.0

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ANALYSIS OF 2003-04 BUDGET

	E	F	E+F G	H	G+H I	J	I+J K
	Board Approved Base Budget	Recommended Program Funded Adjustments	2003-04 Department Request	Vacant Position Impact	2003-04 Proposed Budget (Adjusted)	Recommended Vacant Restoration	2003-04 Recommended Budget
<u>Appropriation</u>							
Salaries and Benefits	248,656	696	249,352	-	249,352	-	249,352
Services and Supplies	316,441	(282,579)	33,862	-	33,862	-	33,862
Transfers	20,693	15,000	35,693	-	35,693	-	35,693
Contingencies	-	<u>270,330</u>	<u>270,330</u>	-	<u>270,330</u>	-	<u>270,330</u>
Total Appropriation	585,790	3,447	589,237	-	589,237	-	589,237
<u>Revenue</u>							
Use of Money & Prop	-	16,000	16,000	-	16,000	-	16,000
State, Fed or Gov't Aid	<u>277,000</u>	<u>8,000</u>	<u>285,000</u>	-	<u>285,000</u>	-	<u>285,000</u>
Total Revenue	277,000	24,000	301,000	-	301,000	-	301,000
Fund Balance	308,790	(20,553)	288,237	-	288,237	-	288,237
Budgeted Staffing	4.0	(0.5)	3.5	-	3.5	-	3.5

HUMAN RESOURCES

Base Year Adjustments

Salaries and Benefits	6,468	MOU.
	10,920	Retirement.
	300	Risk Management Workers' Comp.
	<u>17,688</u>	
Services and Supplies	<u>907</u>	Risk Management liabilities.
Transfers	<u>693</u>	Incremental change in EHAP.
Total Appropriation	<u>19,288</u>	
Total Revenue	<u>-</u>	
Fund Balance	<u>19,288</u>	

Recommended Program Funded Adjustments

Salaries and Benefits	<u>696</u>	Step increases offset by the decrease of 1.0 part-time PSE and the addition of 0.5 Clerk III.
Services and Supplies	<u>(282,579)</u>	Reduce budgeted services and supplies and move excess appropriation to contingencies.
Transfers	<u>15,000</u>	Increased costs for administrative overhead.
Contingencies	<u>270,330</u>	Appropriation moved from services and supplies since funding is not yet earmarked for program expense.
Total Appropriation	<u>3,447</u>	
Revenue		
Use of Money & Prop	<u>16,000</u>	Interest.
State, Fed or Gov't Aid	<u>8,000</u>	Expected increase in program revenue from SCAQMD and MDAQMD.
Total Revenue	<u>24,000</u>	
Fund Balance	<u>(20,553)</u>	